



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety Driver Improvement Section 959 E. Confederate Avenue Atlanta, Georgia 30371	Application Number	87-47
Application Number		Date Received MAR - 5 1987	Date Completed MAR 23 1987
2. Person to Contact Captain R. D. Harper		Working Title Supervisor, Administrative Services	Telephone Number 656-6075
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 Present		5. Records Series Title (followed by title used in office, if different) Class Rosters for Driver Improvement Schools	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Under Ga. Code 40-5-80, the Driver Improvement Section is responsible for the administration and operation of State approved clinics. Administratively, its function is to provide the licensing of instructors and clinics under the rules and regulations of the Department. Additionally, this section provides the forms and curriculum to be used for this purpose. The operation of the clinics are inspected and monitored as for compliance to the policies established by the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: completion of a Driver Improvement course Included are: "Alcohol Class Roster" listing class attendees, their certification number, date of birth, license number, and fee; and citing clinic number, instructor's number, date class started and ended, and signature of clinic owner or instructor. File is arranged: by clinic numbers assigned by DPS			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>2</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an X in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. State Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Individual clinics must maintain copies.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To verify the attendance of students when original certificate of completion is lost.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Approved: H H Clark
Major H. H. Clark

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	2/25/87	<u>[Signature]</u> CRM	2/23/87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3/11/87
		Secretary of State/Designee	3/9/87
		Attorney General/Designee	3/20/87